敬啟者

　　由日本武田科學振興財團所提供 2018 年度中華民國台灣地區之獎學金名額及其獎學金內容如下：

資格：
- 醫療學系相關之研究人員，具醫師執照者**為優先**
- 年齡未滿 45 歲者，未滿 35 歲者**為優先**

一、 一至二年期 1 名。
二、 六個月期 2 名。
三、 三個月期 3 名。
四、 獎學金每月日幣 25 萬元。
五、 經濟艙日本來回機票一張。
六、 若每月平均住宿費用（含不能退還之權利金，但扣除水電及瓦斯費）超過日幣 5 萬元，其超出之部分，每月另最多再補助日幣 5 萬元。

　　候選人請先向本會聯絡人申請帳號，依附件手冊至獎學金網站填寫完整申請資料（https://schol.takeda-sci.or.jp/fmi/webd/TK_SCI），並提供完整之中英文履歷表、英文研究計畫書（包含研究動機及目的）及醫院院長推薦函。

　　懇請 貴單位公告上述訊息並協助收件。 敬請於民國 106 年 11 月 15 日以前完成網站申請，同時將上述資料寄至台灣武田藥品工業股份有限公司（台北市信義區松高路一號 17 樓），以便辦理。
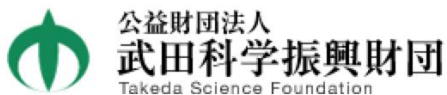
　　耑此敬致

武田獎學金提名委員會　謹啟

聯絡人：蘇怡嫻 小姐
本會聯絡電話：(02)8729-9458
聯絡信箱：suzi.su@takeda.com

Website Application System for TSF Fellowship
Operating Manual for <u>Applicant</u>

1
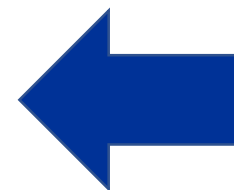
■ Applicant

1. Operation Flow

Applicant

Ask Local Secretary to issue Account for application

Local Secretary

Issue and notice account to the applicant

Applicant

Login the web system by using the issued account

Input necessary data according to Step1, 2 and 3 and click [Submit] button.

Applicant

Check the input data in PDF file which is delivered by email

If there are incorrect data

If there are no incorrect data

Amend the data by login web system again and confirm the amendment

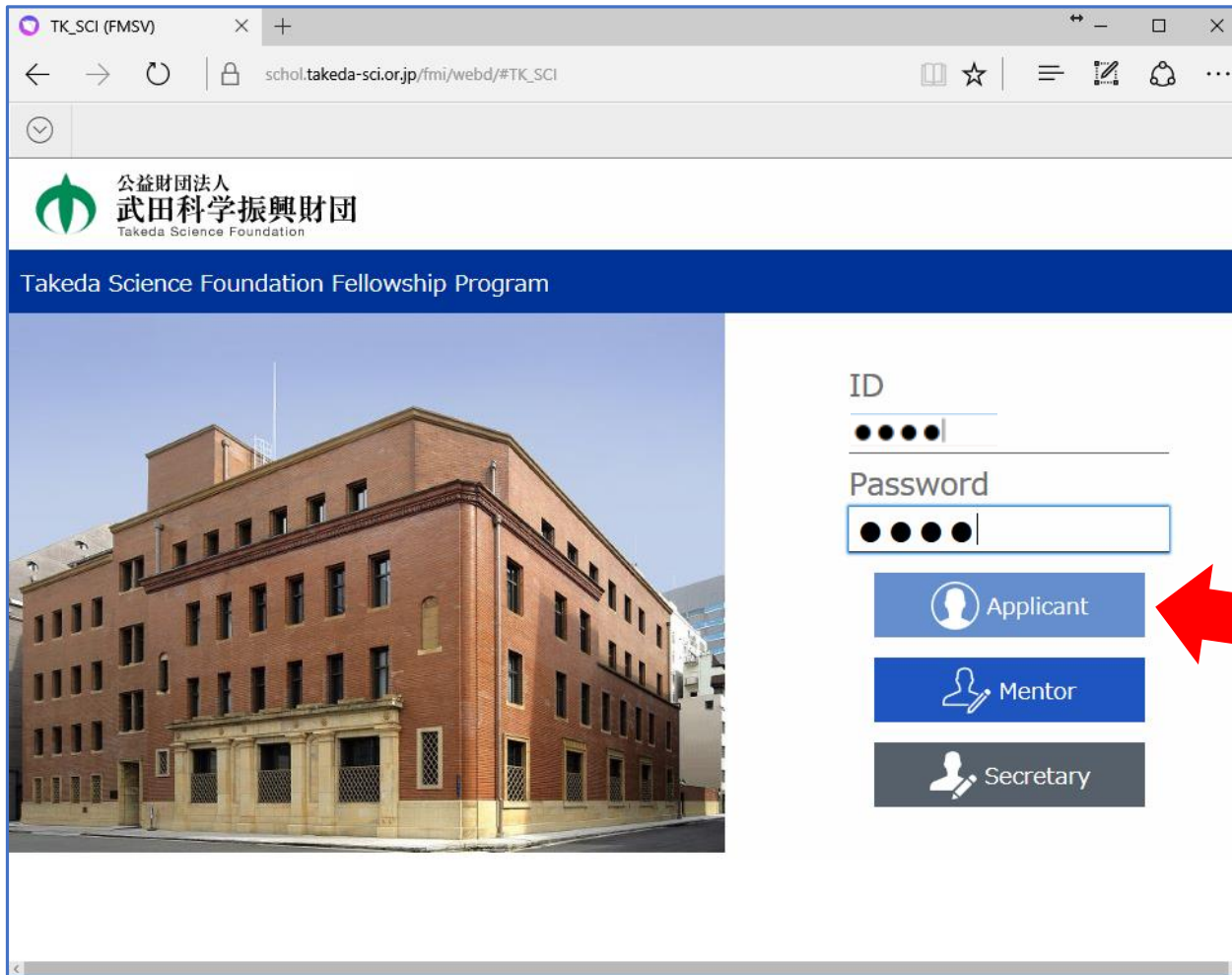Print out the PDF, sign and send it with other necessary documents to Local Secretary.
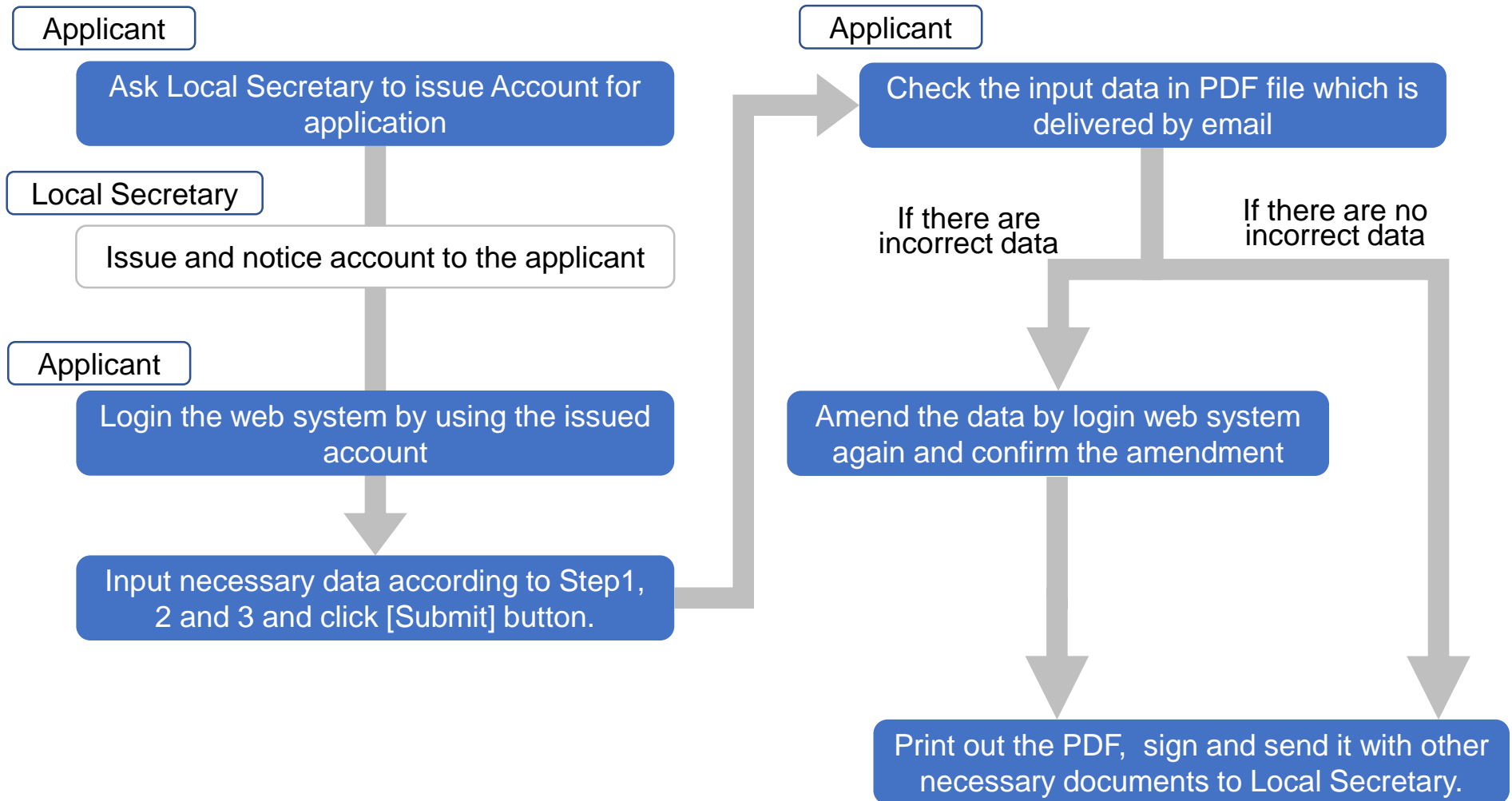
■ Applicant

2. Log in Website Application System

Available Browser:
Chrome 48 or higher
Internet Explorer 11.x
Microsoft Edge 25 or higher
Safari 9.x

Access URL:
https://schol.takeda-sci.or.jp/fmi/webd/TK_SCI

①
By using the available browser in PC,
access to the above URL.
※Smartphone is not available.

②
Log in by clicking [Applicant] button after
input of ID and Password which are
informed from Local Secretary.

■ Applicant

3. Log out from Website Application System

There are 3 methods for log out:

① Click [log out] button, which is the most recommended way.

② Click [X] button on top right corner of the browser to close it.

③ Click [←] button on top left corner of the browser, which does not go back to previous page but log out.
Watch it if you want to continue your input.

■ Applicant

4. Input Data of Applicant

By clicking [Change Password] button, your Password can be changed.
In the case, don't forget the new Password.

Click [OK] after input of new password.

English and numeric one byte characters, "_" and "!" can only be available for Password.

There are Step 1, 2 and 3 for input of your data for application.
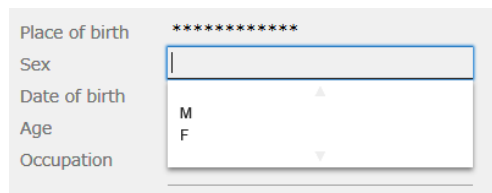
To go to next Step, click [Next] after filling each column in each Step.

※ Scroll down to the bottom and be careful not to leave column open.

■ Applicant

5. Note for input of your data

How to input Gender:
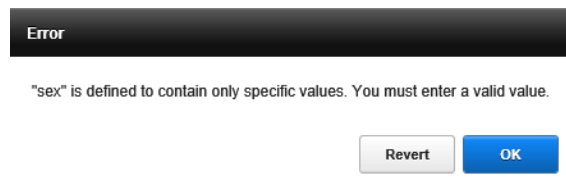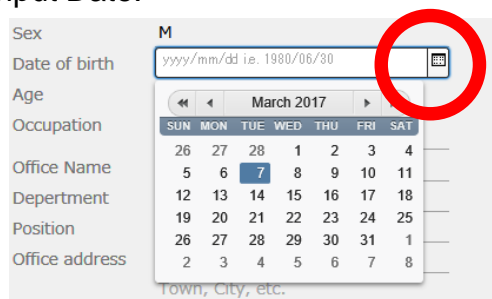
Click the column and select "M" or "F".
Gender cannot be input directly.
Input of the other alphabetical character would be error.

How to input Date:

Click calendar mark icon and select proper date in the calendar appeared by the click.
Or double click the column of date and input proper date directly without calendar.
But if the format is incorrect, "Error" message will be appeared as shown in the left.
※Example of proper input: 2017/01/01

How to attach ID Photo:

Drug and drop your ID photo (PNG or JPEG file) from desktop view to square space of "Photo" by using mouse as shown in the left.
If you want to change the photo, drug and drop a new photo on the first one.

6

■ Applicant

6. Examine Input Data and Submit Application

Application For Fellowship — Step 1 Step 2 Step 3 — Log out

Input data in columns in Step1, Step2 and Step3.
If you want to go back to previous Step, click the tab you want.

After filling all necessary columns, examine input data from Step1 to Step3 again before submission.

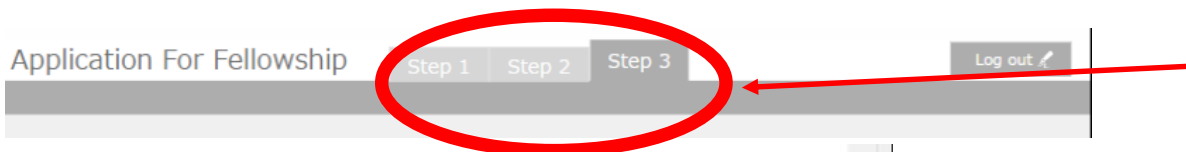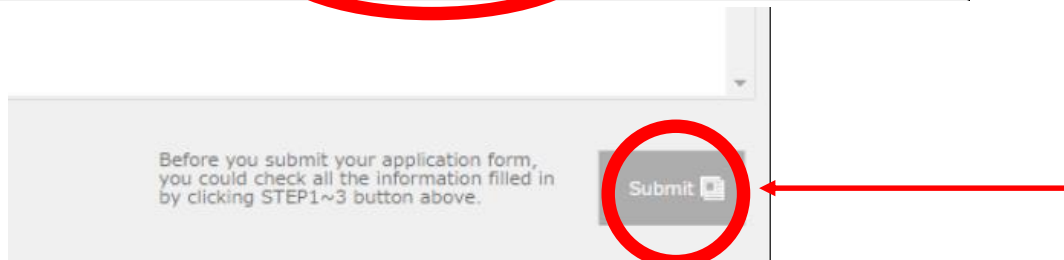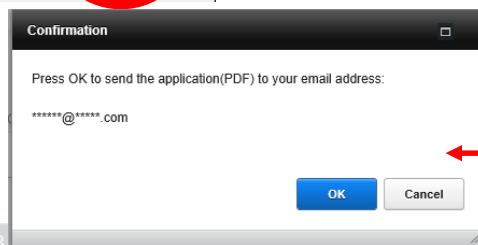Before you submit your application form, you could check all the information filled in by clicking STEP1~3 button above.

Submit 📑

Amend if there are incorrect data, in case of no incorrect data, click [Submit] button in the bottom of Step3.

Confirmation

Press OK to send the application(PDF) to your email address:

******@*****.com

OK   Cancel

If [Submit] button is clicked, view of "Confirmation" is appeared.
If email address where PDF file will be sent is correct in the view, click "OK" button.
PDF file of application will be sent to the email address.

公益財団法人 武田科学振興財団 Takeda Science Foundation

Application For Fellowship — Step 1 Step 2 Step 3

Your application form (PDF) has been sent to:
******@*****.com

The followings are included in the PDF
1. Application form
2. Health Report
3. Written Pledge
Please make sure all the information is correct and sign the documents.

If you found any typos or mistakes,
please fix them at STEP1~3 and click "Submit" button at Step 3.
A PDF will be resent to you by email attachment.
If you had timed out while you were checking PDF,
Please log-in again.

If there is no problem in the PDF, please press "OK" to log-off.

OK ✍

If the PDF should not be sent to you, please press

Error ✉

Examine the PDF and if there are incorrect data or oversight, login the web system, amend and submit again.
If there are no incorrect data, click "OK" button to log out.

Finally, Print out the PDF file, sign and send it with other necessary documents to Local Secretary.

If the PDF should not be sent to you, click "Error" button and send an email noticing the error to Japan Secretary.